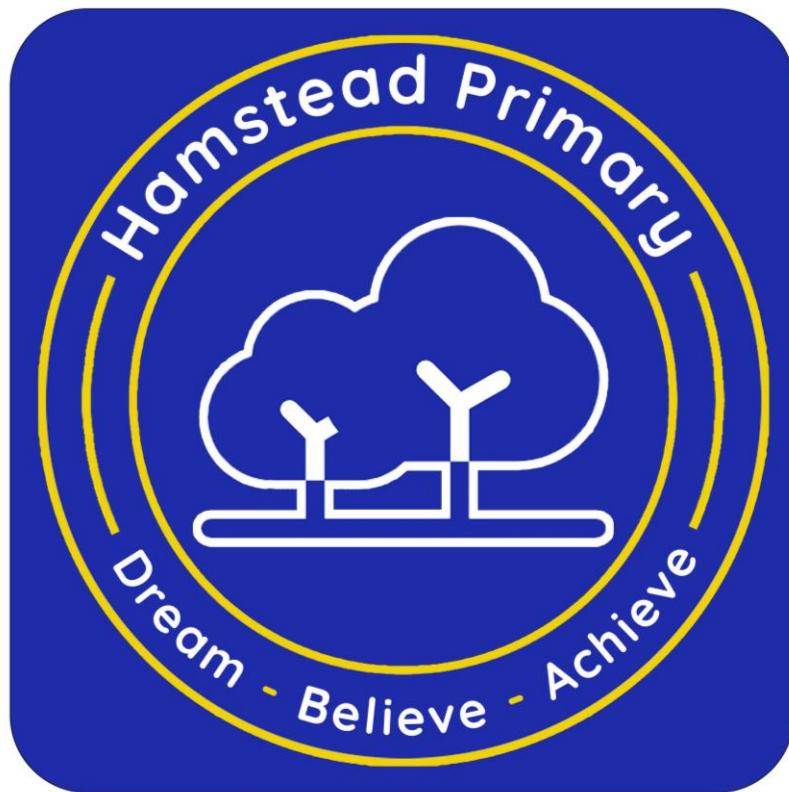


# Hamstead Primary School

## Emergency Lockdown Policy



Adopted: January 2024

Review date: October 2025

Review date: March 2027

## **LOCK DOWN PROCEDURES**

The Governing Body is committed to ensuring pupils, staff and volunteers enjoy a safe working environment. As part of our Health and Safety policies and procedures, the school has a Lockdown Policy.

On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there is a serious security risk to the premises due to, for example:

- Potential external threat of danger e.g. civil disturbance in the local community;
- Local risk of air pollution e.g. near-by chemical spillage, smoke plume;
- Proximity of dangerous dogs or other animal roaming freely;
- Attempted access by an unauthorised person/intruder intent in causing harm/damage;
- Major fire in the vicinity of the school.

### **Lockdown protocol at HPS**

Staff will be notified that lockdown procedures are to immediately take place on hearing an 'air horn' sounding. A message via telephone will immediately be sent to the other building on the signal by a member of SMT.

#### **Procedures:**

1. Children are to be calmly ushered into the school building if on the playgrounds or playing fields as quickly as possible and ensure the locking of school external doors and along with the school office to remain safe where it is possible.
2. On the given signal (above), the children remain in the classroom they are in and the staff are to ensure the windows and doors are closed (locked if possible) and blinds are lowered to reduce sightlines from external windows and doors. Children are to be positioned under desks with lights turned off. Children are encouraged to remain silent.
3. Children or staff not in class for any reason e.g. children using the toilets/working in an intervention room or school hall when the warning signal is given, will proceed to the nearest occupied classroom and remain in that class and with that class teacher.
4. All staff are to support children in remaining calm and quiet.
5. School staff are not to move around school once in a classroom.
6. Once in lockdown mode, staff will notify the office via school email to inform of any pupils not accounted for so that SLT can instigate an immediate search for any missing pupils.
7. Staff are to remain in lockdown positions until informed by key staff e.g. a member of SLT.
8. As soon as possible after the lockdown, teachers and pupils return to their own classrooms and conduct a roll call and notify the school office immediately of any pupils are not accounted for.

#### **Staff roles:**

1. Office staff ensure that the office is locked and police are called if necessary.
2. Headteacher/Deputy headteacher/Site Managers ensure site perimeter (gates) are locked.
3. School staff are to close and lock classroom windows, lower blinds and ensure all children move under the desks in a calm manner (into a central position in the classroom). Dependent on the severity of the incident, staff may be asked to move furniture to block access through the doorway.
4. Staff not in a classroom – move to the nearest occupied classroom and remain there.

**INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING.**

## **Who will be notified and by who?**

1. Sandwell Council will be notified by the Head Teacher/Deputy or Senior Leader.
2. Where the incident may have a wider impact than just school itself Sandwell's Resilience Unit should be notified by the Head Teacher (or as delegated to appropriate member of SLT) on 0121 569 3313/ 3983 (office hours) or 0121 569 6800 (out of hours). Parents will be notified as soon as it is practicable to do so via text or email.
3. Pupils **will not** be released to parents during a lockdown.
4. Subsequently to Lockdown, if it is necessary to evacuate the building, SLT will inform staff.
5. Staff will then await further instructions.

It is of vital importance that the school's lockdown procedures are familiar to members of the senior management team, school's administrators, teaching staff and non-teaching staff. To achieve this, the whole staff will consider their own space in school in relation to the procedures as part of annual staff refresher/training. Parents are made aware that the school has emergency procedures in place.

## **Communication with parents**

If necessary parents will be notified as soon as it is practical to do so via the school's established communication network – text service. Dependent on the type and severity of the incident, parents may be asked:

- not to collect their children from school as it may put them and their child at risk.
- not to contact school as calling school could tie up the telephone lines that are needed for contacting emergency service providers.
- not to come to the school as they could interfere with access by emergency service providers and may even put themselves and others in danger.
- wait for the school to contact them about when it is safe to come and collect their children, and where this will be from.

Pupils will not be released to parents during a lockdown. If the end of the school day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

School will send a letter to parents on the nearest possible day following a serious incident to inform parents of the context of the lockdown and to encourage parental support to reinforce with the children the importance of following procedures in these very rare circumstances.

## **Partial Lockdown**

### **Immediate Actions**

The Head teacher will establish communication with the Emergency Services as soon as possible where this is deemed appropriate.

1. All outside activities to cease immediately with pupil and staff returning indoors.
2. All pupils and staff to remain indoors and external doors to be closed and windows should be locked (where possible).
3. HT will decide if movement may be permitted within the building, depending upon circumstances.
4. All situations are different; once all pupils and staff are safely indoors. Senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff. Partial lockdown should be seen as a precautionary measure which puts the school in a state of readiness should the situation escalate, whilst retaining a degree of normality.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

## **Full Lockdown**

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

### Immediate Actions

The Head teacher will establish communication with the Emergency Services as soon as possible where this is deemed appropriate.

Staff follow the steps outlined at the start of the policy.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to senior management or the administrative office as this could delay more important communication.

**Communication will be by internal email system**, staff should access their account and await further instruction. The Head Teacher/Deputy will be responsible for directing all internal and external communication.

### Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services dependent upon the severity of the incident that has triggered the lockdown.

Emergency Services will support the decision of the Head Teacher regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Sandwell Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for family members outside of the cordoned off area.

### Lockdown Drills

Lockdown practices will take place a minimum of once a year to ensure that everyone is aware of what to do in such a situation.

Monitoring of these practices will take place and debriefed to staff so any improvements can be made.

## **APPENDIX 1**

### **DOJO MESSAGE TO PARENT/CARERS IN THE EVENT OF FULL LOCKDOWN**

Dear Parent/Carer,

An emergency situation has arisen at school. Consequently, we are in full lockdown as per our agreed procedures.

This means:

- Your child's safety and wellbeing is our primary concern.
- You must not contact school as calling school could tie up telephone lines needed for emergency services
- Do not attempt to collect your child as this could interfere with access to the site for emergency services and could place you or others at risk.
- We will contact you when you are able to collect your child.

We know this message is likely to give considerable concern. However, please follow our guidance to help us to maintain your child's safety. We will update you with further information as soon as we are able.

### **GROUP TEXT TO PARENTS/CARERS**

We are in full lockdown. Please follow our guidance to help maintain your child's safety: do not contact school or collect your child. We will update ASAP.